

THE CITY OF KNOXVILLE

CIVIL SERVICE JOB ANNOUNCEMENT

Civil Service Department, Suite 569, City County Bldg, 400 Main Street, Knoxville, TN 37902 (865) 215-2106. Web: www.knoxvilletn.gov

2202

Housing Rehabilitation Specialist

(Entry-Level and Promotional)

6/10/2016

Drug testing may be required

PAY GRADE RANGE: \$29,844 - \$44,709 annually (Pay Grade 5)

The City of Knoxville requires as a condition of employment that all newly employed individuals, former employees that have been re-hired, or employees promoted to a new classification will receive their paychecks by way of automatic direct deposit.

Starting and promotional salaries will be determined based upon applicant qualifications and in accordance with Civil Service Merit Board Rules and Regulations.

The City of Knoxville only accepts online applications. To apply, go to www.knoxvilletn.gov. **You must complete ALL APPLICABLE SECTIONS of the application. DO NOT LEAVE SECTIONS BLANK SIMPLY BECAUSE THAT INFORMATION APPEARS ON YOUR RESUME. Doing so could result in your application being deemed incomplete.** If you need assistance submitting an application, you may visit the Civil Service office at the address listed above.

The following documents **MUST** be submitted online by **4:30 p.m. on: Tuesday, June 21, 2016.**

- Completed City of Knoxville Online Application
- Detailed Resume (upload and attach to your online application)
- If you have questions regarding your application or need help applying, please email mbfoster@knoxvilletn.gov before the posting deadline

JOB DESCRIPTION: Please See Attached Position Description

MINIMUM REQUIREMENTS

Unless stated otherwise, applicants must possess and/or meet the following minimum requirements prior to the application deadline.

- Current City Employees may apply, but must have completed initial Civil Service probationary period and must have received a satisfactory performance rating on their last evaluation to receive promotional preference.
- Graduation from a standard high school or equivalent with three years construction-related experience.
- **Must possess or be willing to obtain International Codes Council (ICC) certification as a Property Maintenance Code Inspector and State of Tennessee certification as a Lead Based Paint Risk Assessor during the probationary period.**
- Possession of or ability to obtain an appropriate Driver's License as required by State Law.
- Preference may be given to candidates with an Associate's Degree in a technical/construction discipline.

EXAMINATION

The selection procedure for this position will consist of a written test (50% of final score). The written test will include sections on: **Building Codes, Housing Rehabilitation and Building Construction, Code Interpretation, Enforcement and Decision Making, Building Plans and Specifications.** Only applicants who pass the written test will have their T&Es scored (50% of final score). Applicants must pass both section components to be eligible for the position.

Note: Background checks will be conducted.

AN EQUAL OPPORTUNITY EMPLOYER/DRUG FREE WORKPLACE

The City of Knoxville does not discriminate on the basis of race, color, creed, national origin, sex, religion, age, veteran status, disability, gender identity, genetic information, or sexual orientation in employment opportunities.

POSITION DESCRIPTION

City of Knoxville

Class Title: Housing Rehabilitation Specialist	Working Title: same	PCN :
	Incumbent: vacant	Created: December 10, 2007 Updated: December 5, 2008

GENERAL DESCRIPTION

Under general supervision, responsible for inspecting potential rehabilitation structures in order to prepare work write-ups, specifications, and drawings for rehabilitation work. Prepares cost estimates and feasibility studies. Monitors construction work to ensure that contract and codes requirements are met. Communicates with residents and contractors to discuss progress and the rehabilitation process, explain responsibilities, and mediate problems.

ESSENTIAL FUNCTIONS

Inspects houses for code deficiencies, incipient violations, and other program requirements (i.e., energy efficiency, lead based paint, etc.).

Prepares construction contract documents, including but not limited to, work write-ups, specifications, scale drawings, Addendums and Change Orders.

Prepares cost estimates for various rehabilitation and new construction projects.

Prior to construction, reviews and discusses with owners their options/requirements needed to bring their houses into code and program compliance, and explains how these requirements relate to their family's needs and desires.

Conducts Lead Based Paint Inspections and Clearance Inspections and maintains data gathered from, and equipment used for, that function according to Federal, State, and City requirements.

Monitors the rehabilitation or new construction process from beginning to completion.

Mediates disagreements between and among a variety of individuals (i.e., owners, contractors, subcontractors, building officials, etc.) during the construction processes.

Performs progress payment inspections and approves/denies contractor requests for payments, including the completion of any necessary forms.

Obtains bids from qualified contractors for rehabilitation or new construction work (including invitations and walk-throughs).

Enforces warranty work required by contracts, motivating and requiring contractors to return to sites after construction in order to perform any work deemed necessary.

Explains terms of contracts and scope of work to loan recipients during loan closings.

Makes oral presentations to the general public at meetings about available programs, policies, guidelines, and functions of the Department.

Prepares work write-ups, correspondence, working documents, and contract documents using various computer equipment and software programs.

Documents cases with written memos and correspondence and maintains project files during construction phase.

MARGINAL FUNCTIONS

None indicated.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of construction methods, building codes, material applications, types of building materials, and the costs associated with those various methods and materials - Knowledge of structural design and analysis techniques necessary to check compliance with various building codes particularly with regard to wood framing, light steel, and wall bearing systems which include foundation, wall, floor, and roof framing systems. Knowledge of the various standards, codes, and enforcement requirements related to weatherability and durability of installed construction materials.

Interpersonal skills - Ability to work harmoniously with associates and other groups and individuals engaged in or concerned with various work assignments. Ability to verbally communicate ideas and information to individuals of diverse backgrounds in a clear and concise manner; ability to use tact, courtesy, and other principles and practices of effective interpersonal relations when answering questions, providing information and assistance, handling complaints, and otherwise dealing with others; ability to establish and maintain effective working relationships with others.

KNOWLEDGE, SKILLS AND ABILITIES (cont.)

Ability to conduct research/data analysis - Ability to apply common research techniques to gather and compile information; ability to compile, format, analyze and edit a variety of narrative or numerical data as necessary to provide information and/or make decisions; ability to evaluate a wide variety of information for importance/application to common business situations.

Knowledge of record-keeping procedures - Knowledge of the terminology, procedures and requirements for the proper completion of departmental forms, records and reports; knowledge of the appropriate location, maintenance and distribution of a variety of documents; knowledge of document control principles and practices.

Reading ability - Ability to read and interpret a variety of complex written materials; ability to read and follow written instructions in a precise manner; ability to proofread correspondence, reports, forms and other documents for accuracy and completeness.

Written communication skills - Ability to clearly and concisely express ideas and information in writing; ability to independently compose correspondence, reports, or other narratives in language appropriate to the intended audience; ability to use appropriate format, structure and style necessary to prepare effective correspondence, reports, etc.

Knowledge of business English - Knowledge of appropriate grammar, punctuation, and usage as applied to business applications; ability to correctly spell commonly used words and to recognize misspellings; ability to understand and define common business terms and their synonyms.

Mathematical ability - Ability to perform a variety of mathematical calculations (e.g. percentages, interest, etc.) quickly and accurately; ability to interpret numerical data presented in graphical form (e.g. charts, tables, etc.) and perform computations based on such data.

Skill in applying housing design principles and practices to create affordable/feasible new house plans as well as rehabilitation plans - Skill in preparing building construction plans and specifications, and reviewing plans and specifications developed by others for accuracy and feasibility.

Computer ability - Ability to operate personal computers sufficiently to use a variety of word-processing, database, and/or spreadsheet software packages; ability to understand basic word-processing, data-entry and other computer-related terminology; ability to use computer graphics capabilities to design/create forms, charts, tables, etc.

Ability to think/visualize items three-dimensionally and convey that vision to others (i.e., orally, in written form, and in graphic formats) - Ability to take information from various sources (i.e., rough sketches, verbal information, field observations, etc.) and translate that information into a format (i.e., drawing, report, oral presentation, etc.) understandable by the intended audience. Ability to follow basic architectural/drafting procedures in conveying information in a format which clearly shows all facets of the structural design and components.

Ability to adapt to changing departmental goals and objectives without regard for private agendas.

Ability to apply theory and policies (i.e., building codes) to a wide variety of situations encountered in the field and make logical conclusions based on those applications - Knowledge of the requirements of the various building codes. Knowledge of information pertaining to structural, architectural, mechanical, plumbing, fire protection, and electrical features of buildings which must be shown on plans to ensure compliance with various codes and building regulations.

Ability to remain focused and to work under pressure while still projecting a professional image - Ability to exercise independent judgment in evaluating situations and in making determinations.

PHYSICAL REQUIREMENTS

This position consists of primarily light work, requiring the incumbent to exert up to 20 pounds of force occasionally, or 10 pounds (or less) or force frequently, in order to lift/carry, push/pull or otherwise move objects. The job usually requires walking or standing to a significant degree. A description of the specific physical requirements associated with this position is maintained on file in the Civil Service office for review upon request.

MENTAL REQUIREMENTS

This position uses logic and/or scientific thinking to define problems, collect information, establish facts, draw valid conclusions, devise and implement policies and regulations, and to manage and coordinate multiple programs or projects. A description of the specific mental requirements associated with this position is maintained on file in the Civil Service office for review upon request.

MINIMUM REQUIREMENTS

Graduation from a standard high school or equivalent with three years construction-related experience.

Must possess or be willing to obtain International Codes Council (ICC) certification as a Property Maintenance Code Inspector and State of Tennessee certification as a Lead Based Paint Risk Assessor during the probationary period.

Possession of or ability to obtain an appropriate Drivers License as required by State Law.

Preference may be given to candidates with an Associate's Degree in a technical/construction discipline.